

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Reserve
aHD7280
.Y68
1992

For Personal Use to the For Community Service Employment Program

U.S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

JUN 25 1996

CATALOGING PREP.

Depository
Library
Program

30 MAR 1993



The Senior Community Service Employment Program (SCSEP) was established as part of the Older Americans Act of 1965. The primary objectives are to provide:

- Part-time employment, supplemental income, and job training to persons 55 years of age and older who meet economic criteria established by the U.S. Department of Labor.
- Training and transition to the job market.
- A source of needed but otherwise unfunded work in communities and on public lands.

The Forest Service is a national sponsor of the program and utilizes enrollees in various roles supporting its regular activities. The positions cover a wide range of activities, including clerical, construction, maintenance, education, engineering, and many outdoor tasks associated with managing forest lands.

Congratulations! You are now part of the Senior Community Service Employment Program, which is highly respected by the USDA Forest Service. Enrollees in the program have established a reputation as reliable, productive, and resourceful contributors to the Forest Service mission of “Caring for the Land and Serving People.”

This brochure is designed to give you a brief overview of the program. We encourage you to ask any questions during the course of your enrollment. We will do our best to keep you informed and prepared for your work, and we are sure you will be pleased with your role as part of the Forest Service team.

Orientation

Your supervisor will provide an orientation to the Forest Service that will include the following information:

- Program objectives
- Training
- Rights and duties
- Forest Service history
- Adverse actions
- Transition to regular employment
- Supporting services
- Responsibilities
- Political activities
- Job safety
- Ethics and conduct

Hours of Work

You are entitled to work no less than an average of 20 hours each week. It is possible to work a maximum of 1,300 hours per program year (July 1 to June 30), but you may work less due to budget constraints. At the beginning of each program year, an income eligibility recertification and a physical examination are required.

Pay

You will be paid no less than the Federal or State minimum wage, whichever is higher. Some enrollees' wages may be increased because of supervisory duties or special skills required by specific jobs.

This program does not authorize or pay for overtime.

Your first paycheck will probably not arrive for at least 3 1/2 weeks due to processing procedures. However, after that time you will receive a check every 2 weeks.

Social Security will be deducted from your pay even though you may be receiving a monthly Social Security pension check.

You may select not to have income tax deducted from your pay.

Leave

You will earn 1 hour of excused absence (leave) for every 20 hours you work. You may accumulate leave hours throughout the year, and they may be carried over after July 1 to the next program year. There is no carryover limit. There is no provision to pay you in cash for the unused hours of accumulated leave. This leave time is counted in your 1,300-hour allotment.

Earned leave hours may be used when you are sick and for medical and dental appointments, personal business, or vacation.

It is important that you notify your supervisor in advance when you plan to use your leave.

Holidays

You will receive holiday pay if a Federal holiday falls on your regularly scheduled workday. The following are Federal holidays:

- New Year's Day
- Labor Day
- Martin Luther King, Jr.'s Birthday
- Columbus Day
- Presidents' Day
- Veterans Day
- Memorial Day
- Thanksgiving
- Independence Day
- Christmas

Training

The Forest Service will provide you with training and work experience to enhance your job skills and employability.

Placement

Our objective is to help you by training you for higher paying jobs and to assist you in obtaining regular employment. You should gain self-confidence, acquire new job skills, or brush up on skills you already have. The goal is for you to leave this work-training program when you have a good full- or part-time job waiting for you with a private employer, and in some cases with the Forest Service itself. Many enrollees have left the program to take exciting and rewarding jobs. We want to help you do the same. It is your responsibility to cooperate with the program administrator by attending job interviews and locating and accepting employment. This will create opportunities for additional people to enroll in and benefit from the SCSEP.

Consideration for re-enrollment will be given to enrollees who become unemployed after being placed in an unsubsidized job.

Recertification

You must be recertified annually to remain in the program.

Physical Examination

The program provides funding for a physical examination at reasonable cost, before you report to work, and once a year thereafter. The purpose of this annual physical examination is twofold:

- To ensure that you are not asked to perform duties that would be injurious to you.
- To inform you of any physical condition that may require medical attention.

Grievances and Equal Opportunity (EEO) Complaints

You are afforded due process and appeal rights related to job performance, adverse actions, or civil rights-related issues. You should contact your Personnel Officer or EEO Counselor for specific details.

Office of Workers' Compensation Program (OWCP)

As an SCSEP enrollee you are covered by the Federal Employees' Compensation Act for injuries that occur on the job. If you suffer a work-related illness or are injured on the job, contact your supervisor immediately.





1022308196

Counseling

Counseling as it pertains to your work or personal situation is available upon request. Your supervisor can help you or can arrange an appointment with appropriate sources.

Unemployment Insurance

Persons who have participated in the SCSEP are not eligible for State unemployment compensation because the program does not contribute to State unemployment programs.

We wish you success in the Senior Community Service Employment Program and hope that it will be an exciting and enjoyable experience for you.

Applicants will not be discriminated against because of race, color, creed, religion, handicap, national origin, political affiliation, marital status, or any other nonmerit consideration.

October 1992



United States
Department of
Agriculture

Forest Service

FS-525



Human Resource Programs

The "Heart" of the Forest Service • Building a Better Tomorrow